

PROFESSIONAL STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

(Medical Leave Assistance Program)

An employee who has depleted accrued sick and personal leave and has a serious illness or injury may request access to the medical leave assistance program by completing a "Medical Leave Assistance Request Form" and submitting it along with a completed "Verification of Serious Illness or Injury Form" to the director of personnel, asking to receive donations of sick leave from other employees so as to receive income during the period of serious illness or injury.

An employee who qualifies for assistance as stated above may also request coverage for a specified number of days for intermittent treatment that is necessitated as a result of the qualifying serious illness or injury.

The donor employee must have thirty (30) or more days of accumulated leave in order to donate sick leave, and the donor employee may donate no more than five (5) days of sick leave in any contract year. The donor employee will use the "Sick Leave Donation Form" to designate the donation on behalf of the employee to receive the donation.

Information regarding a donation shall be considered confidential and shall be communicated by District employees only on a need-to-know basis. An employee will have the option of donating sick leave without the receiving employee being knowledgeable of the donor's name.

Except as stipulated below, all donated leave becomes the permanent property of the receiving employee unless said employee is released to return to work earlier than originally stated by the employee's physician and has a balance in excess of ten (10) donated days. Days of leave - not the actual wage of the donor employee - will be donated. Donations will not be allowed to be made to an employee's immediate supervisor or evaluator. No employee shall be eligible for the medical leave assistance program after having qualified for long-term disability coverage. Donated days in excess of ten (10) days shall be returned to the donor employees on a prorated basis in proportion to the number of days donated, rounded to the nearest one-half (1/2) day.

Once approved, sick leave shall be used in the following order:

- The employee's accumulated sick leave and personal leave.
- Donated leave.
- Extended accumulated sick leave (sub dock).
- Full dock.

"Sick Leave Donation Forms" shall be available at all work sites. Notification that an employee is eligible for donations shall, at the employee's request, be posted at all work sites for no fewer than fifteen (15) work days.

The employee may donate days of leave to support staff members. For a full-time equivalence (1.00 FTE), one (1) day shall be equal to eight (8) hours. For less than a full-time equivalence, one (1) day shall be prorated based on the number of hours taught rounded to the nearest hour.

Adopted: date of manual adoption

LEGAL REF.: A.G.O. I91-027